

# Colombia Jobs Expertini®

## Operations Associate.

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Company: Latitud Jobs

Location: Bogotá

Category: other-general

We are looking for an Operations Associate

Compensation: USD 2K/monthly.

Location: Hybrid - Bogotá, Colombia.

Skills: 1–3 years of experience in Startup environments.

Responsibilities and more:

- Conduct consultative sales calls with clients to discuss all details of their desires travel experiences, needs, and budget.
- Sell and drive clients to destinations organizationally strategic.
- Manage reservations, special requests, and payments to clients and suppliers.
- Finalize detailed itineraries and ensure all documentation is presented and accurate; provide relevant information, and disseminate guest materials, including departure information.
- Clear, friendly, and helpful communication with Travelers, and Operators, and to build long-lasting business relationships with recurrent clients.

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